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## Commercial Plans Submittal Checklist

### Commercial and Multi-Family (3 or more dwelling units) Building Permit Applications – New Construction, Additions, and Alterations

Documents depicted by large bulleted items are minimum requirements for submittal for plan review, as applicable to project scope. Complete plans are required for plan review submittal. Plans that are incomplete will not be logged in for review.

#### FIRST SUBMITTAL

- ☐ BUILDING PERMIT APPLICATION FORM (fully completed)
- ☐ PLAN REVIEW FEE
- ☐ TRANSMITTAL COVER SHEET IDENTIFYING ALL ITEMS SUBMITTED
- ☐ THREE (3) SETS OF COMPLETE PLANS AND ALL SUBMITTAL DOCUMENTS (signed, sealed, and dated by Arizona registered architect/engineers - for projects over 3,000 Sq. ft. or 20 occupants)
- ☐ GEOTECHNICAL INVESTIGATION / SOILS REPORT
- ☐ STRUCTURAL CALCULATIONS
- ☐ CONSTRUCTION SPECIFICATIONS/PROJECT MANUAL (if applicable)
- ☐ COMPLETE DESIGN DRAWINGS (100% design, plan sheets all same size)
- ☐ ALL DRAWINGS DIMENSIONED AND TO SCALE
- ☐ COVER SHEET / CODE ANALYSIS & LIFE SAFETY SHEETS
  - Plan Sheet Index
  - Code Summary and Analysis (code editions; building features (type of construction, building occupancy, area, height, stories, etc.)
  - Life Safety Systems: exiting plan, occupant load and means of egress capacity calculations, gross floor area in square feet, travel distance, fire protection systems existing/to be installed, and location and type of fire extinguishers
  - Project narrative or description
  - Special Inspector Plan
  - Deferred Submittals Listing
  - Design consultants Listing

- CIVIL/SITE PLANS (one or more sheets to show items clearly, must be to engineering scale)(not required for interior alterations) include building location(s) for addressing purposes
  - Location map
  - Existing and proposed site plan
  - Site area
  - Property boundary with any easements
  - Property lines, dimensions of lot, set backs, easements, and building footprint
  - Number of parking spaces / accessible parking spaces
  - Grading and Paving plans
  - Pavement section details
  - Onsite storm water retention, drainage area calculations & details
  - Traffic control devices (signals, stop signs, pavement markings)
  - Parking lot and roadway striping
  - All fire hydrants within 500' of buildings
  - All structures within 150' of buildings
  - Fire department access roadways
  - Dumpster location and details
  - Edge of pavement, # of lanes, median, median openings, curbing, and details
  - Existing driveways and intersections within 200'
  - Proposed driveways and details
  - Public and private sidewalks
  - Retaining walls
  - Accessible (ADA) route and curb ramps
  - Sanitary sewer connection and distribution system and details
  - Storm sewer connections and distribution system and details
  - Water connection and water distribution system and details
  - Fire hydrants and fire water distribution system
  - Backflow prevention devices location and details
  - Storm water pollution prevention plans (SWPPP), Narrative Report and details
  - ADEQ Notice of Intent (NOI) Certificate or waiver (for sites over 1 acre)
- ARCHITECTURE – FLOOR PLANS, DETAILS, SCHEDULES (show existing/demolition separate from proposed/new construction)
  - Floor plan to scale
  - Identify rooms – show accessibility and plumbing fixtures
  - Door and window schedule & details & safety glazing
  - Door hardware schedule
  - Interior finish schedule
  - Fire resistance rating details (walls, floor/ceiling, roof/ceiling)
  - Seating plan for assembly and eating and drinking uses
  - Furniture and equipment plans
  - Complete stairway/guardrail/handrail details (tread/riser/picket spacing/extensions)
  - Exterior elevations

- Exterior wall envelope (flashing details, intersections at roof, etc.)
- Accessibility (ADA) typical details
- Wall legend, matching to floor plans with U.L./fire-resistive design numbers
- Key floor plan to scale (tenant improvements/alterations)
- Roof plan, roof drainage and flashing details
- Roof drainage systems (primary/secondary drains and leaders, scuppers)
- Reflected ceiling plan with lighting and exit signs
- Bracing details for suspended acoustical ceiling systems
- Location of Fire Department Key (Knox) Boxes
- Building envelope, sealing, and fenestration requirements per IECC

#### ○ LANDSCAPING PLANS

- Dimensioned landscape planting areas
- Plant list, vegetative cover, and non-vegetative cover, amounts and types of plants, area and type of groundcover, total square footage of areas requiring plants and groundcover,
- Planting details
- Hardscape plans and details

#### ○ IRRIGATION PLANS

- Irrigation system plans and specifications, total lineal footage of irrigation lines
- Location of backflow preventer
- Irrigation system details

#### ○ STRUCTURAL PLANS

- General Structural Notes (structural design criteria, material specifications)
- Structural Special Inspection Plan
- Foundation plans and details
- Wall framing plans and details
- Shear walls and holdowns and details
- Floor and roof framing, floor and roof truss plans, and details (approved truss engineering required prior to first vertical inspection)

#### ○ PLUMBING PLANS

- Plumbing floor plans
- Plumbing specifications
- Water and sewer riser/isometric diagrams, as required
- Domestic water system calculations
- Condensate drainage design and details
- Air and fuel gas and medical gas system plans and details
- Plumbing fixture schedules and specifications
- Interceptors and details
- Water heaters and details
- U.L. or listed through-penetration firestop system details
- Above ground or underground tanks and piping systems
- Service water heating requirements per IECC

## ○ MECHANICAL PLANS

- Mechanical floor plans
- Mechanical specifications
- Ductwork layout, sizing, materials, and details
- Mechanical heating and chilled water systems and details
- Refrigeration systems and details
- Mechanical equipment and air devices schedules and details
- Outdoor ventilation air quantities
- Duct Smoke detectors
- Fire/smoke damper locations and details
- Exhaust systems plans and details
- Exterior combustion air details
- Mechanical support, and seismic bracing details
- Mechanical system requirements per IECC

## ○ FIRE SPRINKLER SYSTEM PLANS / DESIGN CRITERIA FOR FIRE SPRINKLER SYSTEMS

*Buildings (other than detached single family dwellings and residential carports/garages) exceeding 500 SF in area shall be fully protected by an approved automatic fire sprinkler system*

*Designs are required to be prepared by Arizona registered mechanical or fire protection engineer, per ARS 32-101(B)(11). As a minimum, the fire sprinkler system design criteria shall be provided at time of initial plan review. The complete fire sprinkler system design plans may also be submitted at time of plan review.*

- Hazard analysis for project
- Applicable codes, standards, and engineering practices
- System design densities and specifications
- Flow test summary
- Device types, data, and locations
- Riser Diagrams and details
- Backflow preventer for fire sprinkler system
- Coordinate and interface with other systems
- Installation details
- Seismic / sway bracing calculations and details
- Fire sprinkler and suppression system plans, details, building sections, hydraulic calculations, etc. (may be a deferred submittal, structural coordination required)
- Fire Department Connection – FDC (FDC to be remote from building)

## ○ ELECTRICAL PLANS

- Legend showing symbols used on drawings per nationally recognized societies or as explained on the drawings
- Electrical specifications
- Electrical site lighting and power plans
- Photometric site lighting plan
- Light pole and pole base foundation details (with structural calculations for light poles over 30' height)

- Electrical power floor plans showing all outlets, receptacles, and disconnects
- Electrical lighting floor plans showing all fixtures, switches, emergency lighting and exit signs
- Lighting fixture schedule
- Fire Alarm Plans (shop drawings may be deferred submittal)
- Type, location, and capacity of all service equipment and meters
- Electrical single line diagram / feeder schedule
- Electrical load calculations
- Interruption ratings of circuit protective devices specified and available symmetrical short circuit current at each panel and switchboard location where fault current is greater than 10,000 amperes
- Service entrance grounding conductor, sized and located, and method for grounding and bonding
- Location, voltage, horsepower, kilowatt, or current rating of every motor, generator, transformer, or fixed appliance
- Details of the panel board, switchboard, and distribution centers, including schedule of equipment
- Panel board or switchboard schedules, showing connected and demand wattage or amperage, number of active branch circuits to be installed, and number of spare branch circuits for future use
- Location and complete details of the fire alarm system (may be a deferred submittal)
- U.L. or listed through-penetration firestop system details
- Generator details
- Access control and secure door circuitry
- Minimum #12 Copper or #1 Aluminum conductors and approved raceways (per city amendments)
- Electrical system lighting controls and interior / exterior lighting power allowances per IECC

## **PLAN RESUBMITTALS**

*Note: In order to facilitate efficient and timely review of revisions, revisions will be accepted only after all departments have completed their reviews of the previous submittal. The plan review fee includes the first review and one resubmittal. If a third review is required, additional fees will be assessed. Design changes following approval will require review, with additional plan review fees to be assessed.*

## **○ MINIMUM PLAN RESUBMITTAL REQUIREMENTS**

- Transmittal cover sheet identifying all items submitted
- City of Yuma plan review number and address of project
- Submit only the plan sheets (sealed, signed, and dated) that are being revised (3 sets), for up to 10 revised plan sheets. If more than 10 revised plan sheets, submit complete sets of plans or replace all revised sheets, in all sets of plans, before returning to City of Yuma for review.
- Clearly identify all changes on the drawings, with revision number, revision date and “cloud bubbles.”

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- Comments – attach written response letter to all review comments, include narrative that lists and explains all plan revisions for design changes

## **ADDITIONAL REQUIREMENTS**

*As each construction project is unique, additional information may be required after review of submitted documents.*

- Certificate of Special Inspection forms completed (if Special Inspections required)
- Cost estimates for building alterations and on-site improvements (excluding new building structures)
- Contractor and subcontractor licensing information per State of Arizona
- Contractor Arizona tax identification numbers
- City of Yuma business licenses for contractors and subcontractors
- Arizona Department of Transportation (ADOT) encroachment permits
- National Emission Standard for Hazardous Air Pollutants (NESHAP) submittal form to ADEQ (Asbestos regulations) for building demolition and alterations
- Location, amount and descriptions of any hazardous or flammable materials (a detailed analysis may be required by the Building Official / Fire Marshal)
- Complete and detailed schematics of any hazardous or non-hazardous process (contact Fire Department to determine if MSDS sheets may be required)
- HMS, HMMP, for any hazardous materials storage and processes
- Tanks, equipment, and processing systems shop drawings and anchorage design, including related plumbing, mechanical, and electrical systems. Equipment and controls shall bear U.L. or other approved agency labels.
- Storm water pollution prevention plan (SWPPP) and National Pollutant Discharge Elimination System (NPDES) approval / Notice of Intent (NOI) form or waiver from Arizona Department of Environmental Quality (ADEQ) – Sites over one acre
- Determination of Compliance (airport zoning areas)
- Building sound attenuation data
- Completion of Conditions required by Council or Commission Actions (rezoning, conditional or special use permits etc.)
- Traffic Impact Study
- Utilities Management Evaluation (UME) completed forms
- Fire sprinkler/suppression systems

## **DEFERRED SUBMITTALS**

*Deferred submittals are defined as those portions of the design that are not submitted at the time of the building permit application and that are to be submitted within a specified period.*

*Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittal items on the construction documents for review by the building official.*

*Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official with a notation that they have been reviewed and been found to be in*

*general conformance to the design of the building. The deferred submittal items shall not be installed until the design and submittal documents have been approved by the building official.*

*Additional plan review fees will apply for deferred submittals.*

*Typical Deferred Submittal Items which may be considered by the Building Official:*

- Metal building plans and calculations. Initial plan submittal requires preliminary foundation design. (Metal Bldg Plans required prior to footing inspections)
- Metal joists and deck plans and calculations
- Steel Stairs and railings plans and calculations
- Truss plans and calculations
- Fire sprinkler shop drawings and hydraulic calculations (design by AZ. Registrant and structural coordination required)
- Fire alarm shop drawings and data (design by AZ. Registrant required)
- Storage racking plans and calculations
- Elevator shop drawings
- Through-penetration fire stop systems and spray fireproofing submittal data

## **FACTORY BUILT STRUCTURES**

*Factory Built Buildings (modular buildings) are regulated by State of Arizona and by City of Yuma. Fire sprinklers are required in accordance with City ordinance, with exemption for modular buildings installed and removed within one year. Procedure for factory built buildings plan review as follows:*

*City of Yuma site plan review/approval:*

- Submit complete civil and site plans, site utilities, landscaping & irrigation plans, accessibility details (i.e.: ADA ramps, etc.), fire separation distances, fire sprinkler plans (Deferred Submittal acceptable), and electrical plans for power to modular buildings and Site Lighting for review and approval. City issues approved site plan to applicant for submission to State of Arizona.

*State of Arizona review/approval*

- Submit City Approved Site Plan and modular building plans, foundation design, plumbing, and electrical connections plans to State of Arizona Department of Fire, Building and Life Safety for their review and approval
- State of Arizona issues their approval as a Design Foundation Blueprint (DFB-XXXX) approval number to construct that particular modular building at that specific site location.

*City of Yuma action (following State of Arizona approval )*

- Submit two complete sets of State approved plans (including Design Foundation Blueprint number)
- Upon payment of permit and development fees, City of Yuma issues permits and performs inspections. Separate water and sewer Utility fees may also apply.

**ADOPTED BUILDING CODES**

- 2012 International Building Code (excluding Chapter 11)
- 2012 International Existing Building Code
- 2012 NFPA 1 Fire Code
- 2012 International Mechanical Code
- 2012 International Fuel Gas Code
- 2012 International Plumbing Code
- 2014 National Electric Code
- 2009 International Energy Conservation Code
- 2010 ADA and ADA Accessibility Guidelines (ADAAG)
- (Local amendments to above codes)

**STRUCTURAL DESIGN CRITERIA, 2012 IBC**

Seismic Design Category (SDC): D

Basic Wind Speed: 115 mph (Strength Level); Wind Exposure Type C (or B depending on project location)